






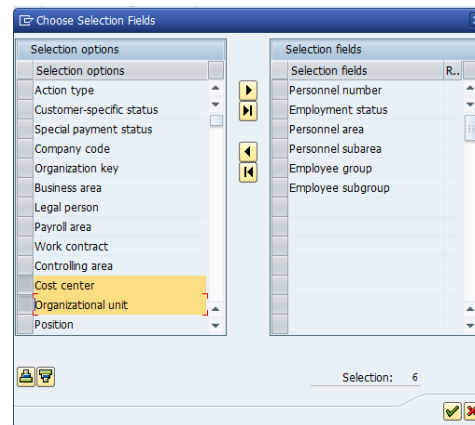
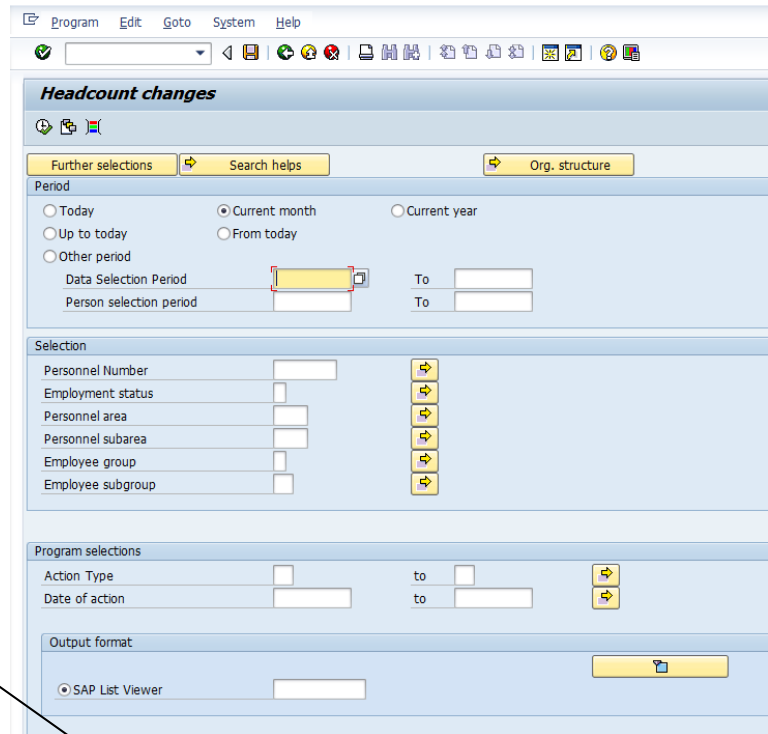
# Headcount Changes - Report Instructions




Use this report to display a list of personnel actions carried out for employees during a selected time period.




1. From the main screen, type transaction code: **S\_L9C\_94000095**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Reporting Period* – Choose a period from the list.
4. There are a couple of ways to search using this report. For example, if you want to search for a list of changes within a cost center or org unit:
  - Click **Further selections** to add additional search fields.

Highlight the field name(s) from the left, then click the **Add** button  then click the **Transfer** button .



- Click the **Execute** button  or press **F8** to execute.

You may also click the **Org Structure** button to select an org unit from the hierarchy.

7. The report displays.
8. You may add or remove columns from this report. Click the **Change Layout** button .
9. Select the columns that you display from the right, then click the **Show selected fields** button  then click the **Transfer** button .

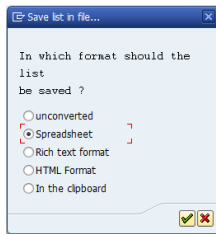
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In this example,  
two columns  
were added to  
the report


10. You may export the report to Excel.

## Export to Excel

- From the menu bar choose:  
**List ➔ Export ➔ Local File**



- Choose Spreadsheet.
- Choose the file location and type the file name.
- Click **Generate**.

11. Click the **Back** button  or press **F3** to return to exit the report.

[illegible]